Utah State Agency for Surplus Property

SP-1 on-line User Manual

State Surplus — Utah

Prepared By: D.M. Regan
April 4, 2005

☐ Go to webpage: http://fleet.utah.gov/services/surplus/default.htm

☐ Click on "On-line SP-1

Alternate web Address: http://surplus.utah.gov
www.utah.gov > utah government >state agencies > administrative services > surplus

☐ Enter your DASID if you know it [shortcut for FINET string]

☐ If you don't know your DASID, you can search by the agency or org field or enter your customer name/department or agency name and sort through the possible names. Still can't find, contact your accounting person for help

☐ If the information in the DASID field, below, is correct, click on "Continue"

☐ If the description in this field is not correct click on the arrow to find the right description for your agency.

☐ Complete all fields

☐ If you want Surplus to pick-up the property make sure the box below is checked. For other transactions use pull down menu to select transaction type

** All fields are required except for Division and FAX Number.

Department: [▼]   Division: [   ]

First Name: [   ]   Last Name: [   ]

Phone# (w/area code): [ ][ ][ ]   FAX# (w/area code): [ ][ ][ ]

E-Mail: [   ]

Approval Information

Approved By: [   ]   Approver's Phone # (w/area code): [ ][ ][ ]

Approver's E-Mail: [   ]

Pickup?: [NEED PICKUP   ▼]

☑ This box must be checked to create/update your profile with the above information.

[Continue] [Cancel]

When this box is checked this form will retain all data entered to save you time on your next SP-1

☐ Complete all required fields

☐ Property location: If more than one location, submit separate SP-1

PICKUP Contact:	[_____]	(Required)
Phone# (w/area code):	[__][__][____]	(Required)
FAX# (w/area code):	[__][__][____]	
Mobile# (w/area code):	[__][__][____]	
Backup Contact:	[_____]	
Backup Phone# (w/area code):	[__][__][____]	

LOCATION

Address:	[_____]	(Required)
City:	[_____]	(Required)
State:	[__]	(Required)
Zip Code:	[_____]	

☑ This box must be checked to update your profile with the above information.

[Continue] [Cancel]

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☐ List all items to be surplused. Property condition is your best estimate. Original cost and estimated cost is helpful in determining resale value. If you don't know leave blank. Once items have been listed click on [Continue/Submit] [Cancel]

☐ If you are having to surplus many items or will be collecting items over several days, you may want to use the EXCEL spreadsheet option. See next page for special instruction

Division of Fleet and Surplus Services
A Service of the Department of Administrative Services

Motorpool Services

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If you have numerous items for Surplus and would like to send them in an EXCEL spreadsheet, check this box and click on the Continue/Submit button at the bottom of this screen. ☐

** Enter as much information as you can for the items you wish to Surplus. **
** YOU MUST ENTER AT LEAST DESCRIPTION AND QUANTITY FOR EACH LINE ITEM USED. **

Comments (for the entire SP1): [_____] (optional)

Items to Surplus

Asset #	Description	Quantity	Unit	Serial Number	Condition	Original Cost	Estimated Value
						DO NOT ENTER $ SIGN	
[___]	[_____]	[___]	EA ▾	[_____]	GOOD ▾	[___]	[___]
Comments:	[_____]						
[___]	[_____]	[___]	EA ▾	[_____]	GOOD ▾	[___]	[___]
Comments:	[_____]						
[___]	[_____]	[___]	EA ▾	[_____]	GOOD ▾	[___]	[___]

If you need to enter additional SP1 lines, please check this box. Click on the Continue/Submit button. Another screen will allow you to enter more detail lines. ☐

[Continue/Submit] [Cancel]

ONLY PRESS THE "Continue/Submit" BUTTON ONCE! It may take a few moments to process.

☐   Set-up your EXCEL spreadsheet as indicated

State Online Services | Agency List | Business.utah.gov | Search Utah.gov | GO

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You have chosen to send your SP-1 in an EXCEL spreadsheet. Your number is 2094-S05. Please include this number on your e-mail. You will receive a return e-mail when the data has been processed (if a valid e-mail address was provided).

The format MUST BE AS FOLLOWS:
Column 1 is ASSET #
Column 2 is DESCRIPTION
Column 3 is QUANTITY
Column 4 is UNIT
Column 5 is SERIAL #
Column 6 is CONDITION
Column 7 is ORIGINAL COST
Column 8 is ESTIMATED VALUE
Column 9 is COMMENTS

*** DESCRIPTION, QUANTITY, UNIT, and CONDITION are required! ***
*** IF REQUIRED COLUMNS ARE NOT INCLUDED, THE SP1 WILL BE RETURNED TO YOU. ***

Click on this e-mail address and send your SP1 as an attachment:
jwilkins@utah.gov.

Do you need to enter more SP1s? Please check the appropriate box and then click on the "New SP1" button.
Same Account? ☐
Different Account? ☐

[New SP1]

☐ This completes the SP-1 submittal. You may print a copy of the SP-1 at this point.

☐ If you need to submit another at this SP-1, check the box below and click on New SP1

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Your SP-1 has been submitted. Your number is 2118-S05. You should receive an e-mail within the next few minutes with this information (if a valid e-mail address was provided).

Do you need to enter more SP1s? Please check the appropriate box and then click on the "New SP1" button.

Same Account? ☐
Different Account? ☐

New SP1

Print SP1

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Surplus Property System On-line Client Report

Web-site Report for Client Convenience
Quick Look-up of Property Status
Print Capability for Additional SP-1 Copies
Agency Report for Purchases from Surplus [Accounts Receivable]

☐ http://fleet.utah.gov/services/surplus/default.htm
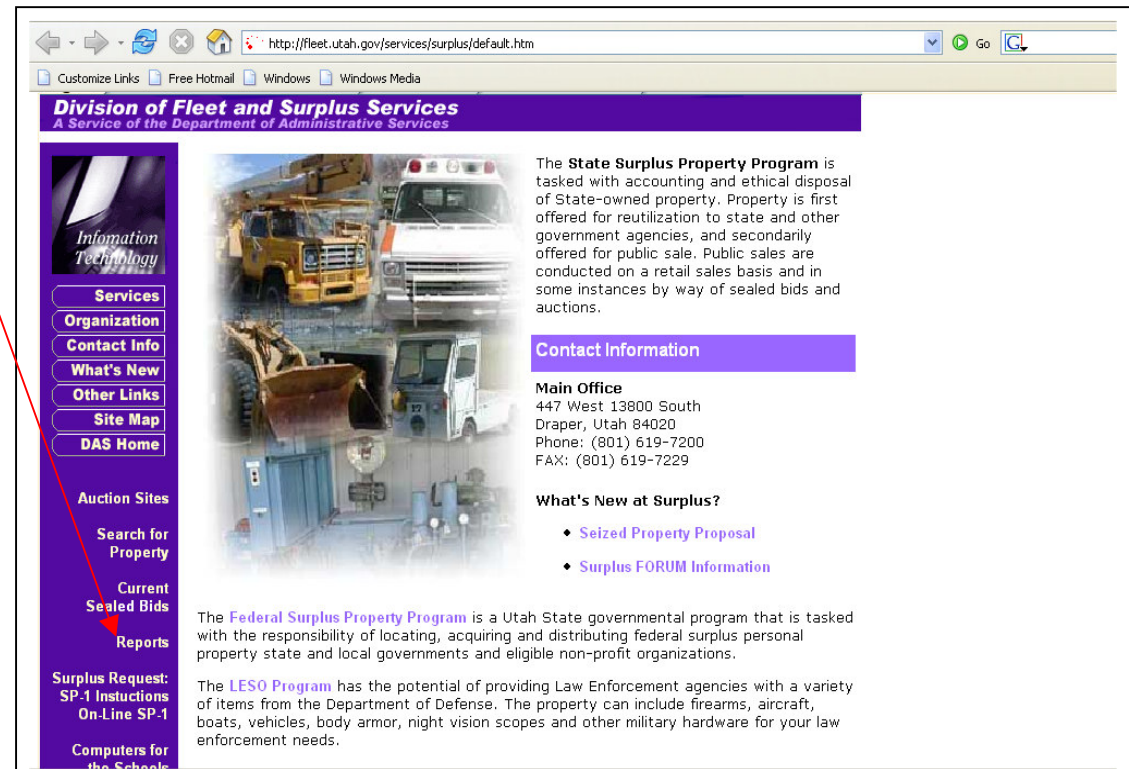
☐ Click on reports

☐ Click on "Property Distribution Document"

☐ Fill in DASID [or FINET Doc#] & Fiscal Year field and submit.
You may also narrow down your search to a specific month within the FY.

Sample

☐ The report format is shown below [Sample Report]

The report indicates the product number that appeared on your submitted SP-1 and invoice number which disposed of that product number.

A Sample Invoice [from the surplus system] is provided for your reference only.

Sample Report

Sample Invoice

Continue/Submit Cancel

If you have any additional questions, please feel free to call us at your convenience.

If you need us to walk you through the process we will be happy to do so.

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EMAIL: utahsurplus@utah.gov